

**N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HUMAN RESOURCES  
RECRUITMENT/SELECTION DOCUMENTATION  
REQUEST FOR POSTING**

Division: Cherry Hospital \_\_\_\_\_ Section/Unit: \_\_\_\_\_

Class Title: Public Safety Officer \_\_\_\_\_ Salary Grade or SG Equivalent: 63

Working Title: Public Safety Officer \_\_\_\_\_ Pos. No: 1234-5678-9101-112 \_\_\_\_\_

Competency Level: Contributing \_\_\_\_\_ (Contributing, Journey, or Advanced)

Recruitment Hiring Range: \$25,200 to 32,199

If part-time, number of hours per week: \_\_\_\_\_ Date Position is Available: ASAP \_\_\_\_\_

Is this a new position or have the duties changed for this position? ☐ Yes ☒ No If yes, please attach updated position description and if necessary, a revised organizational chart.

**Briefly explain purpose/description of work & major duties:** This position is located at Cherry Hospital, a state psychiatric hospital serving the eastern region of North Carolina. Position patrols 350 acres of land to help protect the property of the state and provide safety for the patients and employees. The responsibilities include enforcement of traffic and parking laws and issuance of traffic citations, crime detection and investigation of criminal activities and conducting arrests. Position also enforces the rules and regulations of the hospital facility, responds to citizen complaints and concerns, and performs other related law enforcement duties as assigned.

**Required Competencies [knowledge, skills, abilities and behaviors]:**

**Technical Knowledge:** Applies knowledge and adheres to basic law enforcement rules, regulations, and general statutes

**Analytical Thinking:** Uses analytical skills to differentiate between routine and serious crimes and emergencies and initiates the appropriate action.

**Problem Solving:** Solves problems using standard course of action and established policies.

**Communication:** Proven ability to communicate effectively through interpersonal interactions and written documentation.

**Safety Awareness:** Must have understanding of how to apply safety protocols to maintain a safe environment and protect people from potential harm or injury.

**Customer Service:** Provides prompt and responsive customer service to managers, staff, and visitors; and appropriately responds to complaints/incidences in a respectful and objective manner.

**Additional preferred knowledge, skills, abilities, training, experience [If you need information on the minimum required *training & experience*, contact your Human Resources office]:**

Experience involving contact with mental health populations, providing security for a cluster of buildings, and DCI (Division of Criminal Investigation) system certification is preferred. Prefer the ability to use a computer for e-mail, word processing and data entry.

**Indicate plans for additional recruitment efforts if known** [i.e., advertising in a newspaper, professional journal, on-line Internet source outside OSP]; or provide your name/phone number if you would like to be contacted to discuss recruiting options.

**Required license or certification:** BLET, NC Driver's License

**Physical Requirements (ADA)** Must be able to work 12 hour shifts, 7 a.m. to 7 p.m.

**Minimum Training and Experience:**

Graduation from high school or possession of a high school equivalency certificate.

**Necessary Special Qualifications:**

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission.

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

Does the department's EEO Plan indicate a need for outreach recruitment? ☐ Yes ☐ No

If yes, indicate ethnic group(s):

	<u>Male</u>	<u>Female</u>
<input type="checkbox"/> White (non-Hispanic)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Black (non-Hispanic)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Asian (including Pacific Islander)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> American Indian (including Alaskan native)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>

Additional recruitment resources to be used for outreach recruitment (newspapers, professional journals, colleges/universities, etc.)

EEO Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL:**

\_\_\_\_\_  
Hiring Supervisor's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Supervisor's Signature